

VACANCY ANNOUNCEMENT

American Employees' Facilities & Services Association (AEFSA) of the U. S. Consulate in Jeddah is seeking an individual for the position of "CHEF". (This is a Non-USG position on contract with AEFSA).

OPEN TO: ALL INTERESTED APPLICANTS

POSITION: Chef

OPENING DATE: August 2, 2016

CLOSING DATE: August 17, 2016

HOURS: FULL-TIME

SALARY: INFORMATION AVAILABLE UPON REQUEST

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

This is a full-time Chef position working for the American Employees' Facilities & Services Association (AEFSA) of Jeddah.

Duties and Responsibilities include:

- Works under the supervision of the General Manager.
- Develop recipes and determine how to present the food
- Estimate food requirements and food/labor costs
- Modify menus or create new ones that meet quality standards
- Plan menus and ensure uniform serving sizes and quality of meals
- Inspect supplies, equipment, and work areas for cleanliness and functionality
- Order and maintain inventory of food and supplies needed to ensure efficient operations
- Monitor sanitation practices and ensure that kitchen safety standards are followed
- Other tasks as directed by the General Manager and/or Board.

SUPERVISION

The employee will work under direct supervision of the AEFSA General Manager

OUALIFICATION REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- **1. Education**: Completion of High school/ Diploma required.
- **2. Experience**: Proven working experience as a head chef
- 3. Language Requirements: English & Arabic Level II (Reading, Writing and Speaking) required.
- 4. **Other Skills**: Excellent record of kitchen management; Capable of delegating multiple tasks. Keep up with cooking trends and best practices.

HOW TO APPLY

Candidates interested in applying for this position may do so by sending a cover letter, resume, and list of at least three references to JeddahAEFSAjobs@state.gov. Please write "AEFSA Chef Position – FAMILY NAME, GIVEN NAME" in the subject line of your email.